

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF THE **FINANCE AND ADMINISTRATION COMMITTEE** HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 18TH DECEMBER 2023**

PRESENT: CLLRS N NEWMAN [Chairman], M PORTER [Vice-Chair] & MRS A THROSSELL
MRS N GREENAWAY [Clerk of the Council]

306. **OPENING OF MEETING**

Cllr Porter apologised for his delayed arrival. The Chairman opened the meeting at the later time of 2.00pm.

307. **APOLOGIES**

Apologies were **RECEIVED** from Cllr Mrs Dearden. The reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book ref. 531.

308. **DECLARATION OF INTERESTS**

There were no declaration of interests.

309. **COUNCIL TAX BASE 2024/25**

A communication from TMBC was **READ** and it was **NOTED** that the tax base for 2024/2025 has been calculated to be 1812.85. It was also **NOTED** that the current amount of properties in Ditton was calculated to be 2035 [prior to discounts and exemptions] and the projected growth in property numbers for the forthcoming year was 29.

310. **FULL ESTIMATES FOR FINANCIAL YEAR 2024/25** – Consideration of Committee estimates

It was **NOTED** that some adjustments to the committee estimates had been needed following their approval at Committee to include the recent staff salary increases and additional Wi Fi costs for next year. Four drafts, one incorporating the full committee estimates and the others with slight adjustments to bar and CC income and use of council reserves to achieve different levels of precept increase, which had previously been circulated were discussed. Draft 1 – 11.43%, Draft 2 – 5%, Draft 3 – 3.45% and Draft 4 – 2%. It was accepted that with continued rising running costs, material costs and staff costs a reasonable increase would be necessary, as for the last few years it had been a minimal increase of less than 1%. A further draft 5 was circulated and this draft was for an increase of 4%. It was agreed that draft 5 would be the preferred option.

RESOLVED to **RECOMMEND** the following as this Council's estimates for the financial year 2024/2025:

Business Rates	15,000.00	
Water	4,000.00	
Electricity	22,000.00	
Gas	14,000.00	
Cleaning & Consumables	4,750.00	
Telephone	850.00	
Postage	50.00	
Stationery	500.00	
Insurances	9,750.00	
Subscriptions	1,800.00	
Repairs & Replacements	18,000.00	
Service Contracts	13,750.00	
WiFi Licence	1,500.00	
Floor Maintenance *	-	
Car Park Maintenance & Energy	1,000.00	
Advertising/Marketing	2,000.00	
Salaries (Admin & Caretaking staff)	82,406.00	
NIC	4,500.00	
LGPS Pension - Employers	6,020.00	
Nest Pension - Employers	779.00	
Training	600.00	
HR/H&S Services	500.00	
Music Festival	4,000.00	
Capital Items		
TOTAL EXPENDITURE		207,755.00

Anticipated Income		
Pre-School Service Fee	2,500.00	
Hire Fees	130,000.00	
Bar Services	10,000.00	
[EVCP] Electric Vehicle Charge Reimbursement	5,500.00	
TOTAL		148,000.00
DEFICIT		- 59,755.00
BAR		
Expenditure		
Cleaning & Consumables	800.00	
Games machine duty	500.00	
Stationery	100.00	
Licences	600.00	
Repairs & Replacements	15,000.00	
Service Contracts	4,000.00	
Stocktaking	600.00	
Hire of Equipment	4,000.00	
Promotions/Entertainment	2,500.00	
Intruder Alarm Maintenance	1,400.00	
WiFi Licence	1,500.00	
Bar Dart Subs	100.00	
Beer Gas	1,500.00	
Bar Complimentary	500.00	
Bar Sundry	350.00	
Sky TV	4,500.00	
BT Sports	4,500.00	
Kilnbarn Bar Services	10,000.00	
Staff (Permanent) Incl. Admin.	69,130.00	

NIC Employers	2,500.00	
Nest Pension - Employers	1,184.00	
Training	600.00	
HR/H&S Services	500.00	
Bar Stock	120,000.00	
TOTAL		246,364.00
Anticipated Income		
Kilnbarn Club Counter	232,000.00	
Oaken Hall Counter	22,000.00	
Don Carman Hall Counter	10,500.00	
Gaming Machine	3,500.00	
Sweet Commission	300.00	
Heineken Retro Discount	-	
Hall Bar Hire	750.00	
Food Prep	-	
TOTAL		269,050.00
PROFIT		
		22,686.00
OPEN SPACES & AMENITIES		
Expenditure		
Salaries (inc Admin)	98,185.00	
NIC Employers	7,800.00	
Nest Pension - Employers	2,945.00	
Training	1,200.00	
HR/H&S Services	500.00	
Water Supply (Allotments/Cedar)	1,500.00	
Electricity/Energy	2,000.00	
Mobile Telephone	240.00	
Subscriptions	200.00	
Insurance (Tractor/mower/vehicle)	1,250.00	
Repairs and Replacements	2,500.00	
Property/Security Maintenance inc alarm/WiFi	1,100.00	
Service contracts	100.00	
Machinery Hire	1,000.00	
Machinery Fuel	1,000.00	
Tractor/Mower Repairs	5,000.00	

Staff Welfare	420.00	
War Memorial	300.00	
Energy Water NRRG	1,200.00	
Pest Control	200.00	
Multi Sports Minor Repairs	200.00	
General Treatments [spraying of rec]	1,000.00	
Football Pitches	1,400.00	
Fencing Repairs	1,000.00	
Playground Repairs	1,500.00	
Village Green Costs	100.00	
Trees/Planting	6,000.00	
Protective Clothing	400.00	
Tools	750.00	
Footpaths*	0.00	
Quarry Maintenance	1,000.00	
Allotment Refuse	0.00	
Hanging Baskets	350.00	
Street Light Maintenance	0.00	
		142,340.00
Capital Items		
		0.00
5 Year Plan/Accrued Fund Requests		
NRRG Fence		
Total Expenditure		142,340.00
Anticipated Income		
Lease fees	165.00	
Pitch Marking	700.00	
Energy (Youth Centre)	200.00	
Water Reimbursement (Bowls Club)	750.00	
NRRG Energy/water Reimbursement	400.00	
Admin Fees	144.00	
Castle Colts FC	1,050.00	
Ditton Minors FC	1,850.00	
FC Kilnbarn	530.00	
Football school	0.00	
Churchyard Maintenance	1,200.00	

MUGA Users	3,000.00	
School Grounds Maintenance	4,750.00	
Allotment Rents	700.00	
Allotment Keys	0.00	
		15,439.00
TOTAL		- 126,901.00
FINANCE AND ADMINISTRATION		
Expenditure		
Salaries	64,072.00	
NIC	5,600.00	
LGPS Pension Employers	8,520.00	
Nest Pension Employers	839.00	
Travel	100.00	
Training	600.00	
HR/H&S Services	500.00	
Telephone	2,000.00	
Postage	50.00	
Stationery/Office	400.00	
Subscriptions	500.00	
Insurance	8,500.00	
Computer Support inc web licences	6,250.00	
CCTV Maintenance	1,700.00	
KALC	1,450.00	
Service Contracts -Alarm etc.	600.00	
PC Vehicle Fuel	1,000.00	
PC Vehicle Repairs	2,000.00	
PC Vehicle Tax	400.00	
Accounts Prep/Support/VAT cal.	1,600.00	
Audit Fees inc Internal Audit	3,000.00	
Legal Expenses/Fees	3,000.00	
Broadband/domain Name /Email	700.00	
Staff Welfare	1,000.00	
Hire of Equipment	3,400.00	
Donations etc. (incl. S.137)	500.00	
Chairman's Allowance	750.00	
Remembrance Day	450.00	
Maps & Books	100.00	
Sage Support	2,000.00	
Office Expenses	300.00	
Bank Charges	1,500.00	
Card Charges	4,500.00	
Bankline	650.00	

Public Notices/Notices	100.00	
Ditton Gazette & Delivery	2,500.00	
Twinning Expenses	1,000.00	
Election Expenses	2,000.00	134,131.00
To Accrued Funds		
Cedar Room Maintenance	0.00	
Computer Replacement	0.00	
Capital Item		
CC 50th Anniversary	2,000.00	2,000.00
TOTAL		136,131.00
Income		
Copy Charges	60.00	
Bank Interest	3,000.00	
Gazette Adverts	100.00	
From Reserve [for CC Anniversary]	2,000.00	
From Reserve	7,500.00	12,660.00
		-123,471.00
SUMMARY		
COMMUNITY CENTRE		-59,755.00
BARS		22,686.00
OPEN SPACES AND AMENITIES		-126,901.00
ADMINISTRATION		-123,471.00
		- 287,441.00

Precept required

- 287,441.00

£287,441 divided by the tax base 1812.85 = a parish rate of £158.56

This would mean an increase of 4 % on previous year

[or £7.62 per Band D property - for the year]

311. **CLOSURE**

The meeting closed at 2.15pm.

Chairman
8th January 2024